

## ***5—Routine Maintenance Procedures***

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### **Overview of Routine Maintenance Procedures**

This section presents a plan for distribution and utilization of these funds and procedures for reporting on the use and disposition.

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### **List of Topics for This Document**

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### **Distribution of Funds on a Square Foot Basis**

Distribution of funds will be coordinated by the Department of Administrative Services, General Services Enterprise, in accordance with:

- the language of the appropriation
- the Vertical Infrastructure Advisory Committee definition and examples of Routine Maintenance
- the procedures outlined in this document, and
- additional guidance from the Iowa Vertical Infrastructure Advisory Committee as needed.

For FY2007 the Advisory Committee recommends a prorated distribution to all agencies supported by the Department of Administrative Services, based upon the gross square footage of buildings.

Square footages are maintained in the Vertical Infrastructure Inventory and Assessment Database, and are summarized by institution and agency in this section. These square footages will be adjusted as requested with supporting documentation from the institution or site in question.

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**Additional Guidelines  
for Allocation of Routine  
Maintenance Funds**

The Vertical Infrastructure Advisory Committee has recommended the following guidelines for distribution of Routine Maintenance funds.

- Allocations will not take into account any current spending from the operating budgets of the agencies and institutions.
- Funds will be allocated on a gross square foot basis per agency, based upon the square footages of buildings contained in the Inventory and Assessment Database. There will be no adjustment for underutilized or vacant buildings in FY2007. This recommendation will be reviewed annually.
- Each agency requesting funds shall enter into a Memorandum of Understanding (MOU) with the Department of Administrative Services, General Services Enterprise, before funds are transferred. The MOU shall specify the date(s) and amount(s) of funds to be transferred and the receiving account codes to be used for the transfers. The type of receiving account, reverting or non-reverting, shall also be specified in the MOU. Funds will be transferred in one lump sum or in up to four payments, as determined by the receiving agency or institution and as defined in the MOU. A sample Memorandum of Understanding is included at the end of this section.
- Agencies shall be responsible for developing their own Routine Maintenance Plan in conformance with the definition of Routine Maintenance contained in this document.
- Each agency shall maintain an accounting of their Routine Maintenance on Iowa's Integrated Information System (I3).
- The Department of Administrative Services, General Services Enterprise, will prepare a quarterly report, utilizing I3, detailing the use and disposition of the funds. The report will be made available upon request and posted on the department website.
- If funds transferred into reverting accounts will not be used for goods and services received by the end of the fiscal year and are not scheduled for reversion, the receiving agency or institution shall notify the Department of Management prior to the end of the fiscal year and request that the funds be carried forward to the next fiscal year.

Adjustments to these guidelines may be made as necessary with prior notice to the receiving agencies or institutions.

**Agencies Eligible for**

The Department of Administrative Services, General Services Enterprise,

**Funding**

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considers the following agencies, departments or divisions to be supported by the Department and eligible for Routine Maintenance Funding from the Rebuild Iowa Infrastructure Fund for FY2007:

- Alcoholic Beverages Division (Department of Commerce)
  - Administrative Services, Department of
  - Corrections, Department of
  - Cultural Affairs, Department of
  - Human Services, Department of
  - Iowa Workforce Development
  - Iowa Law Enforcement Academy
  - Iowa Public Television (Department of Education)
  - Public Safety, Department of
  - Terrace Hill
  - Veterans Affairs, Commission of (including Iowa Veterans Home and Commission of Veterans Affairs offices at Camp Dodge)
  - Vocational Rehabilitation Services, Division of (Department of Education)
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**Distribution and  
Reporting Procedures**

There are currently no specific legislative requirements for distribution and reporting of Routine Maintenance Fund.

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**Distribution Schedule**

A distribution schedule will be developed annually based on current calculations from the database, square footages and prorated dollars for Routine Maintenance by agency. Funds may be distributed by site, by building, by project or any combination deemed appropriate by the agency to best meet the enterprise-wide needs of the agency. Each agency shall be responsible for determining the most appropriate utilization of the funds appropriated at the agency level.



**(Sample) Memorandum of Understanding  
Between <Receiving Agency>and  
Department of Administrative Services  
For FY2007 Routine Maintenance Funding  
<Date>**

The Department of Administrative Services has received an appropriation of \$2,536,500 for FY2006 from the Iowa General Assembly for "routine maintenance of state buildings and facilities under the purview of the department, notwithstanding section 8.57, subsection 5, paragraph c" of the Iowa Code. In accordance with this appropriation, the Department of Administrative Services agrees to allocate <\$Amount> to the <Agency>, «SubDepartment» for the purposes of performing specific routine maintenance work at facilities under the control of <Agency>.

Funds will be transferred as follows:

\$xxx,xxx.xx	On or before August 15, 2006
\$xxx,xxx.xx	On or before November 15, 2006
\$xxx,xxx.xx	On or before February 15, 2006
«Balance»	On or before May 15, 2006
<\$Amount>	Total Allocation

<Agency> agrees to perform this work in accordance with the language of the appropriation, the definition for routine maintenance developed by the Governor's Vertical Infrastructure Advisory Committee and the Department of Administrative Services (as outlined in the Advisory Committee's "Strategic Plan of Action for Preserving Iowa's Buildings and Monuments" including the revised definitions dated July 10, 2006) and the attached memo from the Vertical Infrastructure Advisory Committee dated July 10, 2006.

<Agency> agrees to develop a routine maintenance plan for performing this work. This plan shall be available upon request for review by the Department of Administrative Services, the Legislative Services Agency, the Department of Management or others.

<Agency> agrees to maintain an accounting of this work using Iowa's Integrated Information System (I3) and using the following account codes:

<u>07</u>	<u>0001</u>			<u>RM07</u>	<u>204</u>	<u>0301</u>
<i>FY</i>	<i>FUND</i>	<i>AGENCY</i>	<i>APPROP</i>	<i>ORG</i>	<i>REVENUE CLASS</i>	<i>REVENUE</i>

*SOURCE*

The Department of Administrative Services shall prepare a quarterly consolidated report detailing the use and disposition of funds transferred. The Department of Administrative Services shall provide guidance in resolving questions that arise as this work is undertaken.

**TERMINATION DUE TO NON-APPROPRIATION:** Notwithstanding any other provision of this Agreement, if funds anticipated for the continued fulfillment of this Agreement are at any time not forthcoming or insufficient, either through the failure of the State to appropriate funds, discontinuance or material alteration of the program for which funds were provided, then the Department of Administrative Services shall have the right to terminate this Agreement without penalty by giving not less than thirty (30) days written notice documenting the lack of funding, discontinuance, or program alteration.

Signed and dated:

\_\_\_\_\_  
*Authorized Signature* (date)

\_\_\_\_\_  
<Signatory for agency>  
*Name and Title*

\_\_\_\_\_  
*Authorized Signature* (date)

\_\_\_\_\_  
Mollie Anderson, Director  
*Name and Title*

<Agency>, «SubDepartment», «Division»

Department of Administrative Services

## **Iowa Vertical Infrastructure Advisory Committee Memorandum**

To: Agencies, Institutions and Divisions Receiving FY2007 Routine Maintenance Funds  
From: Iowa Vertical Infrastructure Advisory Committee  
Tom Gillespie, Chair  
Dennis Bennett, Member  
Dan Prymek, Member  
Les Holland, Member  
Mary Krier, Member

Re: Routine Maintenance Funds for FY2007  
Date: July 10, 2006

For FY2007 the General Assembly has appropriated and the Governor has approved \$2,536,500 for Routine Maintenance. The members of the Vertical Infrastructure Advisory Committee would like to provide a reminder regarding their opinion on the types of expenditures that should be funded with this appropriation and guidance to agency directors and their staffs as they prepare to use these funds.

The Committee's definition of Routine Maintenance is as follows: "Expenditures made for the regular upkeep of physical properties (i.e. Land, Buildings, and Equipment) including recurring, preventive and on-going maintenance necessary to delay or prevent the failure of critical and non-critical building systems and equipment. For purposes of this definition, building operational costs are not considered routine maintenance. Tangible personal property as defined in [the committee's 'Routine Maintenance Definition' document, revised July 10, 2006] shall not be eligible for routine maintenance funds." The types of expenditures the Committee intends to include in routine maintenance fall into two general categories: 1) materials to be used by staff members to perform routine maintenance and 2) outsourced specialty work to meet the definition of routine maintenance. Here are some examples of the committee's intent:

Material costs include:

- Furnace and air conditioning materials such as filters, fan belts, coil cleaners, refrigerant
- Exterior maintenance materials such as sealants, paint, caulk, roofing materials, flashing, mortar, and concrete
- Water treatment chemicals for boilers, chillers, and cooling towers
- Plumbing materials such as washers, o-rings, toilet flush valve diaphragms, pump seals.
- Electrical materials such as lamps, ballasts, circuit breakers, fuses, outlets, switches.

Outsourced specialty work includes:

- Elevator maintenance
- Chiller oil and vibration analysis, eddy current testing, and megger testing
- Boiler inspections and pressure testing
- Electrical system infrared scans

A general rule of thumb for the cost of routine maintenance is that the cost of the materials and specialty contracts is roughly equal to the cost of the in-house staff labor. This can be determined by reviewing the experience and exchange reports of various building management groups such as the Building Owners and Managers Association (BOMA), the International Facility Management Association (IFMA) and the Institute of Real Estate Management (IREM).

The intent of funding routine maintenance is to give staff the materials needed to accomplish the extension of building service life as efficiently as possible, and avoid calling outside service vendors for work the in-house staff could self perform if they simply had the materials. The intent is not to take away new construction work from contractors in their area.

Members of the General Assembly face many demands as they make important spending decisions each year. Maintenance funding—and its impact on building service life—is explained to them at the start of each legislative session as part of the appropriations process. The Vertical Infrastructure Advisory Committee welcomes the assistance of facility representatives in explaining this program to individual legislators over the course of the year as occasions arise.